

BYLAWS
OF
SACRAMENTO BHARTIYA SABHA CHURCH CORPORATION
Incorporated under the Laws of the State of California

ARTICLE I
EFFECTIVE DATE, NAME, AND LOCATION

- Section 1:** **Effective Date:** The Effective Date of these Bylaws of Sacramento Bhartiya Sabha Church Corporation shall be May 7th, 2023.
- Section 2:** **Name:** The name of the organization shall be Sacramento Bhartiya Sabha Church Corporation DBA Laxmi Narayan Mandir.
- Section 3:** **Location:** The Temple is located at 7495 Elder Creek Road, Sacramento, California. The mailing address for the principal office may be a post office box.

ARTICLE II
MISSION AND OBJECTIVES

Section 1: **Mission Statement**

The Mission of Sacramento Bhartiya Sabha Church Corporation consists of the following:

- i) To establish, build, and operate a traditional style Hindu Temple
- ii) To promote religious, spiritual, cultural, civic, educational, and social improvement among those who belong to the Hindu faith and to perpetuate the traditions and values of the Hindu religion;
- iii) To support such humanitarian causes as the members of the temple may deem appropriate; and
- iv) To maintain and promote interreligious harmony, tolerance, and goodwill and understanding and mindfulness.
- v) Help Similar Organizations

ARTICLE III MEMBERSHIP IN THE TEMPLE

Section 1: Membership Categories

Membership in the temple shall consist of two categories.

These are: (a) voting members. (b) non voting members.

Section 2: Eligibility

(a) Non-voting Members: Non-voting membership of the Temple shall be bestowed upon individuals who meet the following requirements:

- i) They are of Hindu extraction and/or practice the Hindu religion, or be the spouse of such an individual
- ii) Even if they are born outside the Hindu faith, their values and beliefs are consistent with those of Hinduism
- iii) Membership shall be bestowed without regard to a person's sex, color, mother tongue, or national origin or caste.

(b) Voting Members: Voting members of the temple shall fulfill the following requirements, in addition to those listed above for non-voting members:

- i) Any person who contributes a one-time contribution of \$5,000 or a cumulative amount of \$5,000, and upon the approval of the Board of Trustees, shall be a voting member of this organization. In addition to the monetary contribution, the prospective member should be a person of good standing within the community and have been a devotee for the previous five years.
- ii) Spouses of voting members shall be automatically considered members unless otherwise stated in writing by the member.
- iii) A devotee who has provided essential services for 10 years or more, the Board of Trustees may award him or her a life membership.

Section 3: Removal of a Member from the Temple's General Body

A Voting Member may be removed for cause by a 51% majority of the Board of Trustees at any Trustee meeting.

Notice of the meeting shall be given in accordance with Section 4 of these Bylaws. Notice of removal of the member shall be in writing and sent to the member's last-known address no later than two weeks after the vote to remove the Board member.

Section 4: Meetings of the General Body

- (a) **General Meeting:** The General Meeting of the members of this corporation shall be held every two years during the month of Sharad or at any other time at the discretion of the majority of the Board of Trustees. Notice of the General Meeting shall be sent to all members ten days prior to the meeting.
- (b) **Special Meetings:** A special meeting of the General Body may be called at any time by the President or the Vice-President of the Board of Trustees, or by request to the President of the Board of Trustees by a minimum of 51% of the General Body.
Written notice of the time, place and purpose of such meeting shall be communicated to all General Body members at least fifteen days prior to the date of the meeting.
- (c) **Quorum:** The required minimum number of Trustees present at a meeting (Annual or Special) shall total at least 51% of the Board of Trustees, in order to constitute a quorum. The Secretary shall determine whether a quorum is present. If no quorum is present, the presiding officer shall adjourn the meeting, and shall be re-convened no later than 30 days after such adjournment.
- (d) **Voting by Proxy:** General Body Members in good standing may vote by proxy on any matter concerning the temple or its operations during General Body meetings. Spouses of General Body Members shall be the only persons allowed to cast votes by proxy, and he or she shall be present at the time of casting the vote, and must present a written authorization by the member.

ARTICLE IV

BOARD OF TRUSTEES

Section 1: The Board of Trustees of the Temple shall be comprised of twenty (20) members of the Temple's General Body, unless otherwise changed by an amendment to these Bylaws, and by the approval of 51% of the members of the Board of Trustees who are present. The twenty members of the Board shall be drawn from the General Body as follows:

- i) Five Trustees shall be elected from among those members who have contributed a minimum of \$5,000 and have pledged to abide by rules and regulations of the mandir.
- ii) The remaining 15 elected members of the Board of Trustees shall be those who have contributed a cumulative amount of \$20,000 or have provided services that may be considered to have such a monetary value.

Section 2: Compensation of Trustees

Trustees are not entitled for compensations either monetary or non-monetary, for their services.

Section 3: Officers

The voting members shall elect the following officers who shall constitute the Executive Committee of the Board.

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|----------------|---------------------|
| i) President | ii) Vice-President |
| iii) Secretary | iv) Asst. Secretary |
| v) Treasurer | vi) Asst. Treasurer |

Only the President shall be from Board of Trustees or approved by board of Trustees. Each officer of the Executive Committee (the "Officers" and, individually, an "Officer") shall be nominated by a Trustee, seconded by another, and elected by secret ballot with the individual receiving the highest number of votes being elected to the particular office. In addition to the Officers listed above, the Board may appoint Officers from among the voting members as necessary.

Section 4: Frequency of Meetings

The Board shall meet at least once every three months on a date to be determined at the preceding meeting, by a simple majority of the attending members.

Section 5: Special Meetings

Special meetings may be called by the President either of his own volition or at the behest of other members, with the approval of at least 51% of the sitting membership of the Board.

Section 6: Actions of the Board of Trustees

Except as provided in these Bylaws every act, or decision, by the Trustees present at any meeting of the Board at which quorum has been established shall be an act of the Board. Furthermore, any meeting of the Board at which quorum has been established may continue to transact business notwithstanding subsequent loss of quorum.

Section 7: Powers of Trustees

The Board of Trustees shall have the following powers:

- i) To remove any officer, member or employee of the corporation for any conduct that is detrimental to the interest of this corporation.
- ii) To borrow money and incur indebtedness for the sole purposes of this corporation.

Section 8: Conduct of Meetings

Meetings shall be conducted by the President. In the absence of the President, the Vice President shall conduct the meeting. Should both the Presidents and Vice President be absent, the meeting will be postponed by the Secretary.

Section 9: Approval of Decisions

- i) All decisions must be approved by a simple majority of the Trustees present at the time of the vote, subject to the condition that a quorum must have been present at the start of the meeting.
- ii) Decisions determined to be of major consequence to the Temple (as determined by the Board) must be approved by at least a two-thirds majority of the Trustees present.

Section 10: Action Without A Meeting

Any action by the Board of Trustees may be taken without a meeting if all members of the Board consent in writing to this action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board.

Section 11: Attendance

Elected Trustees are required to attend all regularly-scheduled meetings of the Board, and as many special meetings as they can. Absence from regularly scheduled meetings must be excused by the Board. Absence from three consecutive meetings must be approved by a majority vote of the Trustees present. Three consecutive unexcused absences will be grounds for removal of the Trustee from the Board. Lifetime Trustees have no requirement of attendance. Trustees who have served twenty years or more may be invited to all trustee meetings and their absence shall not determine a quorum.

Section 12: Removal of Trustees:

A Trustee shall be removed from the Board for any of the following:

- a) The Trustee has been convicted of a felony determined by a court of law;
- b) An elected Trustee has been absent from three consecutive meetings without such absence being properly excused as provided in these Bylaws;
- c) A Trustee who has committed such an act that violated these Bylaws, and such an act was deemed harmful or detrimental to the Temple and its members by the Board of Trustees under the provisions of these By Laws.

Section 13: Election of Trustees

The Board shall appoint an election Chairperson who shall conduct and oversee the election of Trustees to fill any vacancies that may arise. Trustees so elected shall assume office on the day of election.

A vacancy in any office, because of death, resignation, removal, disqualification, or otherwise, shall be temporarily filled by a person selected by the Board of Trustees. The board of Trustees must, however, call and hold a meeting of the members of the corporation to elect a successor to the deceased, resigned, removed, or disqualified officer within sixty (60) days of the date of such vacancy. The election of the vacant Trustee position shall be conducted in the following manner:

- a) The Chairperson shall seek nominations for the vacant position (s) from among the eligible voting members.
- b) The Chairperson shall give a minimum of one week for the submission of nominations.
- c) Nominations must be submitted by a General Body member.
- d) All nominations must be seconded by another member.
- e) The names shall then be circulated by the Chairperson to all eligible members of the General Body.
- f) The election shall be conducted by secret ballot.
- g) Members unable to attend the meeting may either vote by proxy or send their vote to the Chairperson in writing.

Section 14: Election of the President and Vice-President

The President shall:

- i) Be a Hindu and a follower of The Sanatan Dharma sect and have a sound knowledge of the Hindu Scriptures.
- ii) Be fluent in speaking, reading, and writing in Hindi and English.
- iii) Have a sound understanding of matters of finance and financial reports.
- iv) Have general supervision, direction, and control of the business and affairs of the corporation. He shall preside at all meetings of the Members and Trustees and shall have such other powers and duties as may be prescribed by the Board of Trustees.
- v) Only a member of the Board of Trustees can be elected as President.
- vi) The Vice-President shall have the same qualifications as listed for the President.

Section 15: Absence of the President

In the absence of the President, the Vice-President shall perform all the duties of the President, and in so doing shall have all the powers of the President.

Section 16: Duties of the Secretary

The Secretary shall keep a complete record of the proceedings of the Board of Trustees, shall keep the seal of the corporation, and shall discharge such other duties of the office as prescribed by the Board of Trustees. He shall keep minutes of each meeting and have it typed and ready for signature by the President in the following meeting. He shall be responsible for keeping a record of all the minutes.

Section 17: Duties of the Treasurer

The Treasurer shall receive and safely keep all funds of the corporation and deposit them in the bank or banks as designated by the Board of Trustees. All disbursements shall be paid out only by the checks of the corporation signed by the President and cosigned by either the Vice-President, Treasurer, or Secretary, or by such officers as may be designated by the Board of Trustees. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Trustees.

ARTICLE V EXECUTIVE COMMITTEE

Section 1: Composition

- a) The Officers listed in Article IV, Section 4 above all shall constitute the Executive Committee of the Board.
- b) Additional members can be appointed to the Executive Committee by the Board if deemed necessary.

Section 2: Term

Each member of the Executive Committee shall be elected or appointed for a term of two years.

Section 3: Executive Committee Duties

The Executive Committee shall be responsible for the following:

- a) Hiring of the necessary personnel for the operation of the Temple unless otherwise specified in these Bylaws.
- b) Appointing the various committees responsible for conducting and overseeing the day-to-day activities of the Temple.
- c) Safeguarding and maintaining all properties and assets of the Temple.
- d) Maintaining the Temple's non-profit status and complying with the Laws of the State of California and any other applicable federal or state laws.
- e) Maintaining a proper record of all transactions.
- f) Maintaining proper records of all proceedings of all meetings.
- g) Providing information regarding the Temple and its activities to any Trustee.

Section 4: Liabilities of Members to Creditors of Corporation

No person who is now, or who later or in the past has been a member of this corporation shall be personally liable to its creditors for any indebtedness or liability. All creditors of this corporation shall look only to the assets of this corporation for payment.

**ARTICLE VI
TEMPLE CONSTRUCTION AND DEITY INSTALLATION**

Section 1: Temple Construction

All major decisions concerning the construction of the Temple, such as the cost, architectural plans, layout, facilities, etc. must be approved by a simple majority of the Board of Trustees who are in attendance at a duly constituted meeting at which a quorum is present. If any changes are to be made to a previously-approved decision, a special meeting of the Trustees shall be convened for the purpose.

Section 2: Deity Installation

All decisions concerning statues of deities, their location, design, size, composition, number, etc. shall be approved by a simple majority of the Temple's Board of Trustees.

ARTICLE VII
RECORDS AND REPORTS

Section 1:

a) Information Concerning Donations: Written records of all donations to the Temple must be scrupulously maintained, including names of the donors, amounts donated, and date of donation.

b) Receipts: Receipts must be issued for all donations.

c) Cash Donations: Donations received in cash shall be tallied by the Treasurer or Assistant Treasurer. Such donations shall then be deposited into the Temple's bank account within 14 days.

d) Information Concerning Disbursements: Written records of all disbursements must be recorded in a ledger consistent with Generally Accepted Accounting Principles.

e) Audits: All financial records of the temple must be audited by an external auditor who is a CPA or an enrolled agent appointed for the purpose by the Board. Such an audit must be carried out at least once a year, and the report of the auditor must be presented at the annual General Body Meeting and included in the Temple's Annual Report.

f) Internal Auditor: The internal auditor appointed by the Board of Trustees is responsible for auditing day to day financial transactions of the temple.

Section 2: Reports

Annual Report: The Board shall make available an Annual Report containing all relevant details of the events that transpired during the preceding year. This report shall contain up-to-date financial information duly authenticated by an Auditor. A copy of the Annual Report shall be given to each voting member at the annual General Body meeting of the Temple.

ARTICLE VIII INDEMNIFICATION AND INSURANCE

Section 1: Indemnification of Agents

Any person acting on behalf of the Temple under due authorization as provided under these Bylaws shall be deemed an Agent of the Temple, and shall be indemnified by Sacramento Bhartiya Sabha, Inc. to the maximum extent permissible under the Laws of the State of California for liabilities resulting from such actions.

Section 2: Insurance of Agents

The Sacramento Bhartiya Sabha, Inc. shall purchase and maintain an insurance policy as permitted under laws of the State of California to protect all its Trustees and office holders against any legal action that may rise in the execution of the duties of this organization

ARTICLE IX AMENDMENT OF THE BYLAWS

These Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the members of the Board of Trustees. The amended Bylaws will go into effect on the date they are ratified by the Board of Trustees.

ARTICLE X

MISCELLANEOUS

- a) Only voting members will be allowed at the Annual General Meeting.
- b) Existing Life Members shall remain as Life Members.
- c) Existing Permanent Trustees shall remain as such.
- d) Office holders in other religious organisations shall be ineligible to be office holders in this organization.
- e) General Body members is defined as being Trustees, Life Members and Committee Members.
- f) Only Life Members, Trustees and Committee Members are eligible to vote in the Annual General Meetings.
- g) Any individuals who takes any legal action against this organization shall be permanently revoked from membership priviledges.